

# **GUIDANCE POINT:- PUNE'S PREMIER EDUCATION HUB**

Welcome to Guidance Point, your ultimate destination for comprehensive education and professional development! At Guidance Point, we believe in empowering individuals to unlock their full potential through accessible and high-quality education. With a vast array of courses covering all domains, from technology to arts, business to sciences, we strive to cater to the diverse learning needs of our users. Whether you're a student looking to enhance your academic performance, a professional aiming to upskill or reskill, or an enthusiast eager to explore new interests, Guidance Point is here to guide you every step of the way. What sets us apart is our commitment to excellence. We meticulously curate our course offerings, partnering with the best institutes and industry experts to ensure that you receive top-notch education that is both relevant and practical. Our platform leverages cutting-edge technology and innovative teaching methodologies to deliver engaging and immersive learning experiences.

## **BENEFITS:-**

### **1. Comprehensive Course:**

Our comprehensive course ensures thorough coverage of essential topics, equipping you with a well-rounded understanding of your subject matter, setting a strong foundation for your future endeavors.

### **2. Top Institute Partnerships:**

Through our partnerships with leading institutes, you gain access to world-class resources, expert guidance, and prestigious

certifications, empowering you to excel in your field and stand out among your peers.

### 3. Advanced Learning Technology:

Leveraging advanced learning technology, we offer dynamic and interactive learning experiences, incorporating simulations, virtual labs, and multimedia resources to enhance comprehension and retention of complex concepts.

### 4. Supportive Community:

Join our vibrant and supportive community of learners, mentors, and industry professionals, where you can collaborate, seek advice, and find encouragement, fostering a conducive environment for growth and success.

### 5. Personalized Learning Paths:

Tailor your learning journey to suit your unique needs and goals with our personalized learning paths, allowing you to progress at your own pace and focus on areas that align with your interests and career aspirations.

### 6. Quality Assurance Standards:

Rest assured that our courses adhere to rigorous quality assurance standards, ensuring that you receive high-quality instruction, updated curriculum, and valuable resources that meet industry benchmarks and standards.

### 7. Interactive Learning:

Engage in dynamic and interactive learning experiences through our immersive course content, live sessions, quizzes, and discussions, promoting active participation, collaboration, and deeper understanding of the material.

## 8. Career Opportunities:

Explore abundant career opportunities and pathways in your chosen field, supported by our comprehensive curriculum, industry partnerships, and career services, empowering you to pursue your dream job and achieve professional success.

# SYLLABUS

## 1: INTRODUCTION TO TABLEAU AND ITS INTERFACE

- Overview of Tableau and its role in data visualization
- Understanding the Tableau Desktop interface: Navigation, Workspace, and Data Pane
- Exploring the shelves and cards: Rows, Columns, Marks, and Filters
- Customizing views with Show Me and Formatting options

## 2: CONNECTING TO DATA SOURCES IN TABLEAU

- Understanding data connections in Tableau: Live vs. Extract, Local vs. Server
- Connecting to various data sources: Excel, CSV, databases (SQL Server, MySQL, etc.), cloud platforms (Google Sheets, Salesforce), and web data connectors
- Data source filters and joins: Blending data from multiple sources
- Managing data connections and refreshing data extracts

### **3: DATA PREPARATION AND CLEANING**

- Introduction to data preparation and cleaning in Tableau
- Working with the Data Source and Data Preparation tabs
- Cleaning data: Handling null values, renaming fields, changing data types
- Splitting and pivoting data, creating calculated fields, and calculated table calculations

### **4: BUILDING VISUALIZATIONS (CHARTS, GRAPHS, MAPS)**

- Overview of data visualization principles and best practices
- Creating basic visualizations: Bar charts, Line charts, Pie charts, Scatter plots
- Advanced visualizations: Treemaps, Heatmaps, Box plots, Bullet graphs
- Geographic visualizations: Symbol maps, Filled maps, Heat maps, Dual-axis maps

### **5: CREATING INTERACTIVE DASHBOARDS**

- Designing interactive dashboards: Layouts, Containers, and Dashboard Objects
- Adding interactivity: Filters, Parameters, Highlighting, and Actions
- Enhancing dashboard usability: Tooltips, URL actions, and Dashboard Navigation
- Dashboard formatting and design best practices

### **6: ADVANCED ANALYTICS AND CALCULATIONS IN TABLEAU**

- Introduction to advanced analytics in Tableau: Trend lines, Forecasting, Clustering, and Trend models
- Implementing calculations: Calculated fields, Table calculations, Level of Detail (LOD) expressions

- Using statistical functions: Aggregation, Percentiles, Statistical tests
- Incorporating external analytics: R and Python integration, Custom SQL queries

## **7: SHARING AND PUBLISHING DASHBOARDS IN TABLEAU SERVER**

- Publishing workbooks and dashboards to Tableau Server
- Managing content on Tableau Server: Permissions, Projects, and Workbooks
- Collaborating with users: Sharing, Subscriptions, and Annotations
- Tableau Server administration: User management, Data security, and Performance monitoring